



Date _____
Tracking Number _____

SPECIAL EVENT PROMOTER/VENDOR

SUPPLEMENT A

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

Choose your application type

Promoter (list of vendors must be attached)

Stationary Vendor (verification of participation from promoter must be attached)

APPLICANT CONTACT INFORMATION

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

BUSINESS INFORMATION

Trade Name _____	Legal Type of Business	Tax Status
Tax ID/EIN # _____	Sole Proprietor (Individual)	For Profit
Legal Name _____	Partnership LLC LLP	Not for Profit
Business Location _____	Corporation Other	

City _____ State _____ Zip _____ Phone _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

BUSINESS OWNER/OFFICER INFORMATION

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____ DOB _____ Gender ☐ Male ☐ Female

Driver's Lic. No. _____ License State _____ SSN _____ Place of Birth _____

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____ DOB _____ Gender ☐ Male ☐ Female

Driver's Lic. No. _____ License State _____ SSN _____ Place of Birth _____

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____ DOB _____ Gender ☐ Male ☐ Female

Driver's Lic. No. _____ License State _____ SSN _____ Place of Birth _____



SPECIAL EVENT PROMOTER/VENDOR

SUPPLEMENT A

DESCRIPTION OF GOODS AND ADVERTISING

Describe the nature, character and quantity of the goods, wares or merchandise to be sold at retail or offered for sale at retail in the city and the value of such goods.

Describe the nature and character of the advertising to be done in order to attract customers.

PROMOTER PERMITS	ALCOHOL PERMITS
<ul style="list-style-type: none"> Occupational License (required for all Promoters) \$250.00 and General Promoter Mayoralty Permit \$500.25 or Sporting Event Promoter Mayoralty Permit \$1,000.25 <p>\$10,000 Performance Bond - Required if 3 or more vendors will be participating</p>	<p>Special event alcoholic beverage permits can only be obtained by non-profit organizations or businesses with existing year-round ABO licenses at their brick and mortar locations.</p> <ul style="list-style-type: none"> Alcoholic Beverage Processing Fee \$250.00 Plus Beer Sales \$135.00 Wine & Liquor sales \$500.00 Beer, Wine, and Liquor \$635.00
VENDOR PERMITS	ENTERTAINMENT/FAIRS/SHOWS
<ul style="list-style-type: none"> Stationary/Trade Show Vendor Occupational License \$50.00 	<p>An additional license is required for the operation of a circus, carnival, concert, or other special event, including but not limited to gun shows, arts and crafts fairs, and antique shows.</p> <p>Temporary Event License \$250.00</p>

3 BUSINESS REFERENCES (REQUIRED FOR PROMOTERS ONLY)

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

SIGNATURES INDICATE LICENSE/PERMIT APPLIED FOR

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

I understand that I must report any change in business ownership, operation, and/or address immediately.

Owner/Officer Signature _____ Title _____ Date _____